



**Pupil Personnel Services (PPS) Programs**  
**Updated: July 16, 2020**

**Q1. What do we do if a PPS candidate has not passed the CBEST and was supposed to complete the program this school year?**

A1. A candidate who has not passed the CBEST may be eligible for the deferral of the CBEST requirement—see Table below. In this event the individual would be recommended for the credential with a CBEST renewal code.

In the event the candidate does not qualify for the CBEST deferral, the PS-VTW is an option. The PS-VTW gives any candidate an additional year to satisfy remaining requirement(s). The PS-VTW is an option for candidates who were on track to complete their program between March 19 and September 1, 2020. This option allows the candidate one year of additional time to satisfy the BSR with the support of the program sponsor.

***CBEST Deferral Eligibility Chart***

<b>Educator/Candidate Action</b>	<b>Passed/Failed</b>	<b>Eligible for Basic Skills Deferral</b>
Attempted zero sections of CBEST	N/A	Yes
Attempted one section of CBEST	Passed or failed	Yes
Attempted two sections of CBEST	Passed or failed either	Yes
Attempted all three section of CBEST (reading, writing, math)	Passed	N/A
Attempted all three sections of CBEST (reading, writing, math)	Failed one or more	No
Attempted any other exam to meet the Basic Skills (ex: CSET + Writing)	N/A	Yes

**Q2. Has there been an Executive Order that impacts PPS or SLP programs?**

- A2. Executive Order N-66-20 released on May 29, 2020 suspends the requirement that applicants take CBEST prior to being admitted to an educator preparation program. Candidates still need to meet the Basic Skills Requirement via the CBEST, another allowable option, or have a CBEST deferral prior to being recommended for the credential.
- Q3. For PPS students who would like to apply for an Intern credential but they haven't passed the CBEST yet and they can't take it now due to COVID-19, could they also be considered for the PS-VTW?**
- A3. Please see the response to question 1.
- Q4. This question relates to PPS internship credentials for AY 20-21. Given our unique situation and the anticipated high demands for PPS service professionals, will CTC be more lenient by allowing PPS-School Psychology interns to be assigned to NPAs?**
- A4. PPS Interns are not authorized to be assigned an NPA as a restricted agency. The School Psychology credential authorizes services in the schools, including non-public schools (NPS). A PPS intern can be authorized and assigned to an NPS that has been approved by the California Department of Education (CDE).
- Q5. Given that the pandemic is an ever-changing situation should we start considering PS-VTW for the set of candidates who are moving into their internships/final fieldwork hours for this Fall 2020? Since we don't know if schools will be returning for the Fall and/or may need to go back into quarantine those candidates will also be affected.**
- A5. At this time the PS-VTW is limited to candidates who were set to complete their clinical practice and requirements by September 1, 2020. The Commission will continue to monitor the situation in order to determine if additional accommodations are needed.
- Q6. So as long as the PPS School Counseling candidates graduate this semester (spring 2020) then using the regulatory hour number, 450, will allow them to be credentialed and they would not require a PS-VTW? We just need to document these changes for the future, yes?**
- A6. No. Candidates must complete 600 clinical practice hours. See the following chart of required hours:

***Hours Requirements***

	<b>School Counseling <a href="#">CACREP</a></b>	<b>School Psychology <a href="#">NASP</a></b>	<b>School Social Work <a href="#">CSWE</a></b>
(2) Number hours of field practice <sup>1</sup>	600	1200	765
(2) Direct contact with pupils	300	380	300
(4) settings: elementary, middle school or high school <sup>2</sup>	2 of 3 settings	2 of 3 settings	2 of 3 settings

	School Counseling <a href="#">CACREP</a>	School Psychology <a href="#">NASP</a>	School Social Work <a href="#">CSWE</a>
(4) Minimum # hours in each settings <sup>2</sup>	100	100	100
(5) Ten pupils of racial/ethnic background different from candidate	150	100	100

<sup>1</sup> Programs have discretion as to how many non-school hours spent on such internship tasks as writing reports, making phone calls, researching and creating service delivery plans, planning inservices, etc., may be counted toward the hour minimum.

<sup>2</sup> **Budget Trailer Bill language removed these requirements for current candidates completing the program between March 2020 and June 2021.**

**Q7. Did I hear correctly for School Counseling...the diversity hours should be 150, not 100?**

A7. Yes, 150 hours is in the Title 5 Regulations. However, given California's diversity, most candidates will meet this requirement through the program.

**Q8. Are there Title 5 regulations for the CWA added authorization?**

A8. Yes, CWA title 5: 80632.5: b) Field practice shall be required of all candidates and shall be in addition to the field practice required in Sections 80632.2(b), 80632.3(b) or 80632.4(b).

(1) Field practice shall be in the knowledges and skills provided in subdivision (a)(I) of this section.

(2) Field practice shall be at least ninety (90) clock hours in duration, in a school setting, in direct contact with pupils assigned to the credential candidate by the college/university instructor and field supervisor.

**Q9. I believe the other attendee asked about direct hours for School Psychologists. Can you also address the direct hour requirement for School Counselors? I'm reviewing the PPS Program standards for School Counselors (standard 31) but don't see there is a requirement for direct hours.**

A9. See the chart in question 6 above.

**Q10. Who will be notifying employers of these changes?**

A10. The Commission is working with employers to help them understand the flexibilities that programs and candidates have due to the COVID-19 situation. Program sponsors, employers and candidates must all work together. For those on PS-VTW, please refer to the [Variable Term Waivers for Credential Candidates who were Unable to Complete their Program Due to the Health and Safety Restrictions Related to COVID-19](#).

**Q11. Can the direct contact hours with pupils (PPS-School Psychology) happen at any point during either practicum or internship? In other words, are they acquired cumulatively across all years in the program?**

- A11. Yes, the hours may be accrued cumulatively throughout the program.
- Q12. Do "direct contact with pupils" for PPS School Counseling mean in-person in a school, or can they be online? Does direct contact also include over the phone contact?**
- A12. Direct contact with pupils may be in a virtual environment and may also be over the phone. During the COVID pandemic, while schools are in remote learning, synchronous communication between a candidate and students counts as direct contact hours.
- Q13. If we are not accredited by a national School Psychology /School Counselor organization - Council for Accreditation of Counseling and Related Educational Programs (CACREP) are we required to follow their guidelines for hours/content?**
- A13. See the requirements in the chart in question 6 above.
- Q14. The issue is that many districts are allowing Telehealth counseling with students during COVID-19. I thought we could choose either the national association or CTC standards, but no lower than the regulatory hours. Does this mean that regardless, the lowest we can go is 600 hours, and not 450 hours, even if we are not CACREP accredited?**
- A14. See the chart in question 6 above. All Commission approved programs must meet these requirements regardless of whether it is nationally accredited.
- Q15. Just to clarify, if we are not CACREP, students must earn 300 direct hours (whether physically in a pupil's presence or face to face with pupils in an online format)? If so, can they watch a video of a counselor with a pupil and can that count as direct hours?**
- A15. While direct hours can be accrued via telephone or an online format, watching a video of a counselor and pupil would not count toward meeting the hourly requirement for direct contact with pupils.
- Q16. If we are not accredited by a national organization are we required to follow their guidelines for hours/content?**
- A16. Yes. See the chart in question 6 above.
- Q17. Where do I find the PPS webpage?**
- A17. [Here is the link to the PPS Webpage.](#)
- Q18. Can you request a PS-VTW AFTER September 1st?**
- A18. No, not at this time. The issuance date for the PS-VTW may be no later than September 1, 2020. The Commission may approve additional flexibility as needed.
- Q19. If some of my candidates are planning on taking the CBEST (their last requirement) this summer, should I still have them get on a PS-VTW?**
- A19. A candidate is eligible for a PS-VTW according to the CBEST Deferment Eligibility chart as shown in the answer to question 1.

- Q20. As the PS-VTW is a paper application, if in the time that it takes CTC to process the PS-VTW the candidate is able to complete the requirements for the Clear PPS Credential and be recommended for the Clear PPS via CTC Online, can the paper PS-VTW not be processed and the fee returned? Trying to figure out if I should be encouraging PPS candidates to be patient and only recommend for PS-VTW unless absolutely necessary by employer.**
- A20. Per Title 5 section 80487, the application fee is considered earned upon receipt and is not refundable and not transferable.
- Q21. Will CTC provide a template for the PS-VTW waiver or provide some direction on the expectations for the content that must be in the letter? An outline would be helpful.**
- A21. The PS-VTW form will be made available June 1, 2020. Please refer to the [Variable Term Waivers for Credential Candidates who were Unable to Complete their Program Due to the Health and Safety Restrictions Related to COVID-19](#).
- Q22. If candidates secure a PS-VTW waiver, and they complete their hours at the start of the 2020-21 school year, do they need to secure an internship credential?**
- A22. The PS-VTW will be valid for one year. An individual would not serve on both a PS-VTW and an Internship Credential at the same time.
- Q23. Is September 1, 2020 a received by or post office date stamp deadline?**
- A23. No, it is the actual date that is on the paper application with the requested issuance date that must fall between March 19 and September 1, 2020.
- Q24. Will the PS-VTW be available to those who do not qualify for the CBEST deferral?**
- A24. Yes.
- Q25. Can someone with a PS-VTW get a PPS job while completing internship hours?**
- A25. A candidate would not need a PS-VTW if they hold an intern credential. The PS-VTW allows the individual to provide the services for which the candidate has been preparing. The Intern document serves the same purpose as the PS-VTW. If the PS-VTW is issued, it will give the candidate one year of additional time to complete the remaining credential requirements while authorizing the individual to perform services associated with their respective credential.
- Q26. If a PPS candidate is unable to finish clinical hours this semester and needs to apply for PS-VTW, can they complete those remaining hours out of state? Is there any indication that states that typically honor reciprocity of California PPS credentials would also honor the PS-VTW? Or is the PS-VTW only valid in California?**
- A26. The PS-VTW is a document restricted to California public schools, county offices of education, and non-public schools (NPS) approved by the California Department of Education. The preparation program must monitor the individual as he or she accrues

the hours. The PS-VTW will not authorize the individual to provide services outside of California.

**Q27. Just to be clear, if a School Psychology candidate has surpassed the required 540 hours per Title 5 regulations, will that student have met the required hours and does NOT need to apply for the PS-VTW?**

A27. If the candidate has met the minimum hours under the currently approved flexibility guidelines then if all other requirements have been met they may be recommended for the credential and a PS-VTW is not necessary.

**Q28. The PS-VTW also applies for candidates who are not able to complete the CWA requirements, correct?**

A28. Correct.

**Q29. You mentioned the regulatory language is being updated, will that be done by the end of this current academic year? If not, then as long as we have the regulatory language hours will be fine, yes?**

A29. The Commission will submit updated regulations to align to the new standards when implementation is expected during the 2021 academic year.

**Q30. What constitutes a simulation?**

A30. The CACREP website has information on what counts as a [simulation](#).